Catalyst

Community Action on Tobacco evALuation sYSTem

CATALYST New User Guide
https://fortress.wa.gov/doh/catalyst

You will need a User ID and Password to access CATALYST. Please contact Shanae Williams at The Washington State Department of Health for assistance 360-236-3746 or Shanae.Williams@doh.wa.gov


* System Requirements: Internet Explorer 5.5 with 128-bit encryption

The Welcome screen appears after a successful login. System reminders and updates are posted on this screen by system admins. CATALYST uses a menu similar to other software applications. The CATALYST logo appears on each screen and when clicked will return you back to the welcome screen.
The first dropdown menu on the toolbar is labeled HOME and gives you two options:

1) YOUR PROFILE allows users to change their password and

2) LOGOUT ends the CATALYST session.
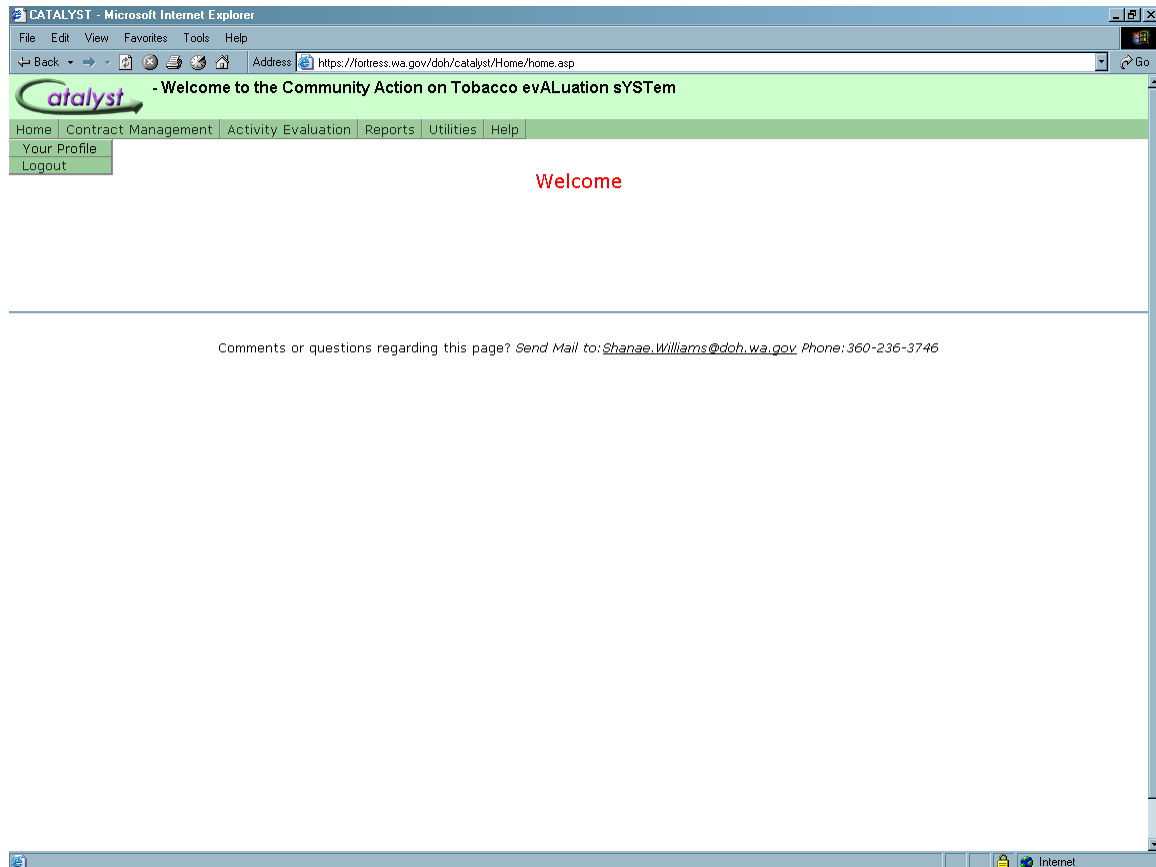
The second dropdown menu is for CONTRACT MANAGEMENT features. This is sometimes referred to as Phase I of Development. The four menu options are as follows:

1) CONTRACTOR – allows users to update agency and individual contact information. For more information on how to add or update contact information see How to Update Contact Information in CATALYST,

2) CONTRACTS – gives basic contract information, contract status, and objectives,

3) WORK PLANS – Once a year Contactors with the help of DOH Contract Managers will design and enter a workplan into CATALYST. For more information refer to How to Enter Your Workplan in CATALYST and Target Audience Reference Document,

4) OUTPUTS/EVENTS – enables users to report on program activities throughout the contract year. For more information on reporting on outputs refer to How to Report on Outputs/Events in CATALYST . The first three menu items in the REPORTS dropdown menu will generate CONTRACT MANAGEMENT Reports for each of the above mentioned areas.
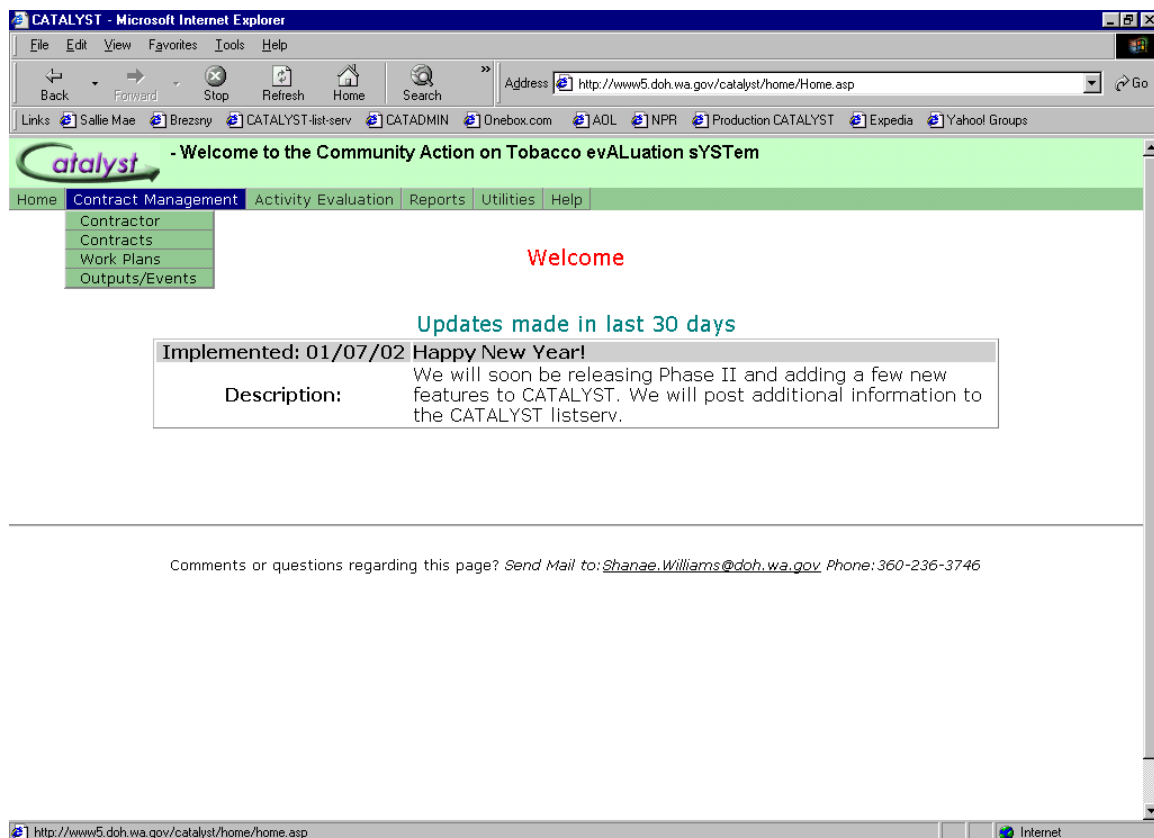
The third dropdown menu is for ACTIVITY EVALUATION. This is sometimes referred to as Phase II of development. The two menu options are as follows:

1) EVALUATION TOOLS – gives a user access to standardized pre-post, and tracking tools,

2) SURVEY DATA ENTRY allows user to enter pre-post, and tracking data into CATALYST. For more information on Survey Data Entry refer to How to enter survey and tracking data in CATALYST. Selecting REPORTS – ACTIVITY EVALUATION REPORTS– <report of choice> – from the toolbar will generate a report for the data entered.
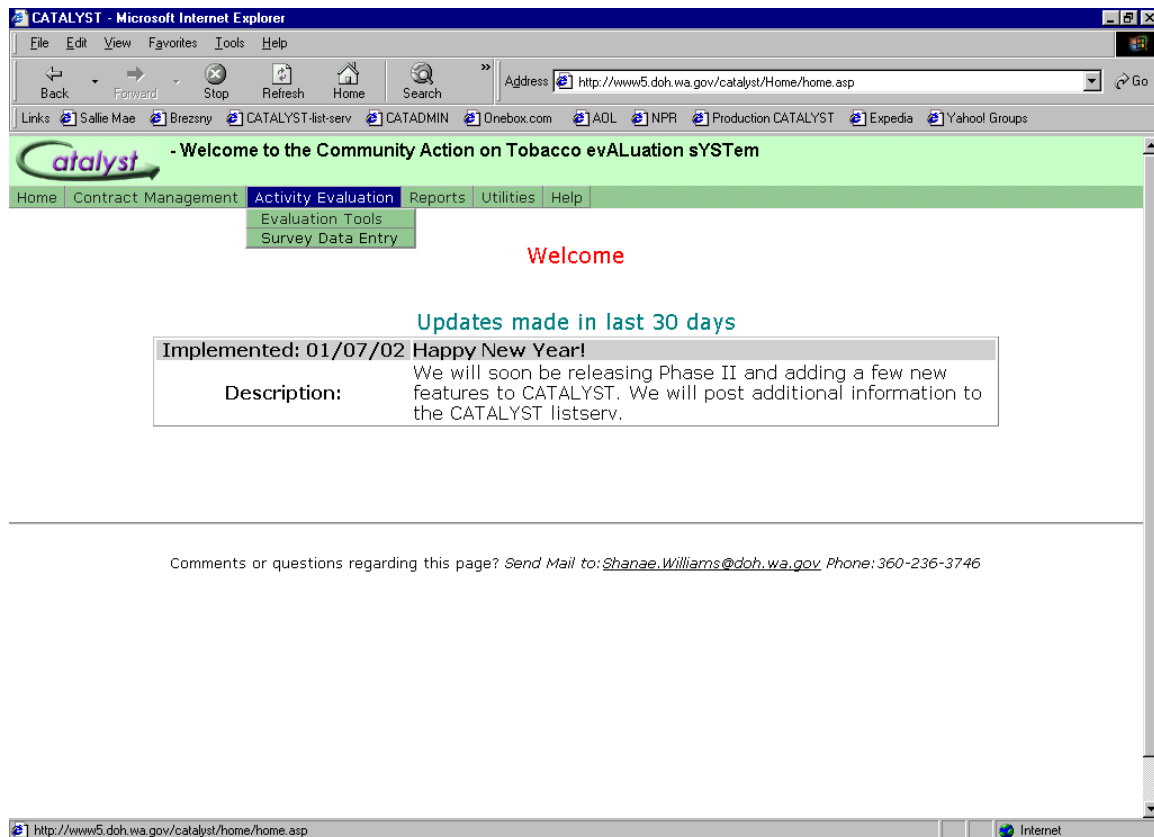
The fourth dropdown menu is for ACTIVITY EVALUATION. The menu options are as follows:

1) CONTRACT REPORTS, WORK PLAN REPORTS, OUTPUT/EVENT REPORTS all generate CONTRACT MANGEMENT Reports.

2) ACTIVITY EVALUATION generates ACTIVITY EVALUATION REPORTS and

3) SYSTEM gives a user access to a SYSTEM USAGE report to measure time spent using CATALYST.
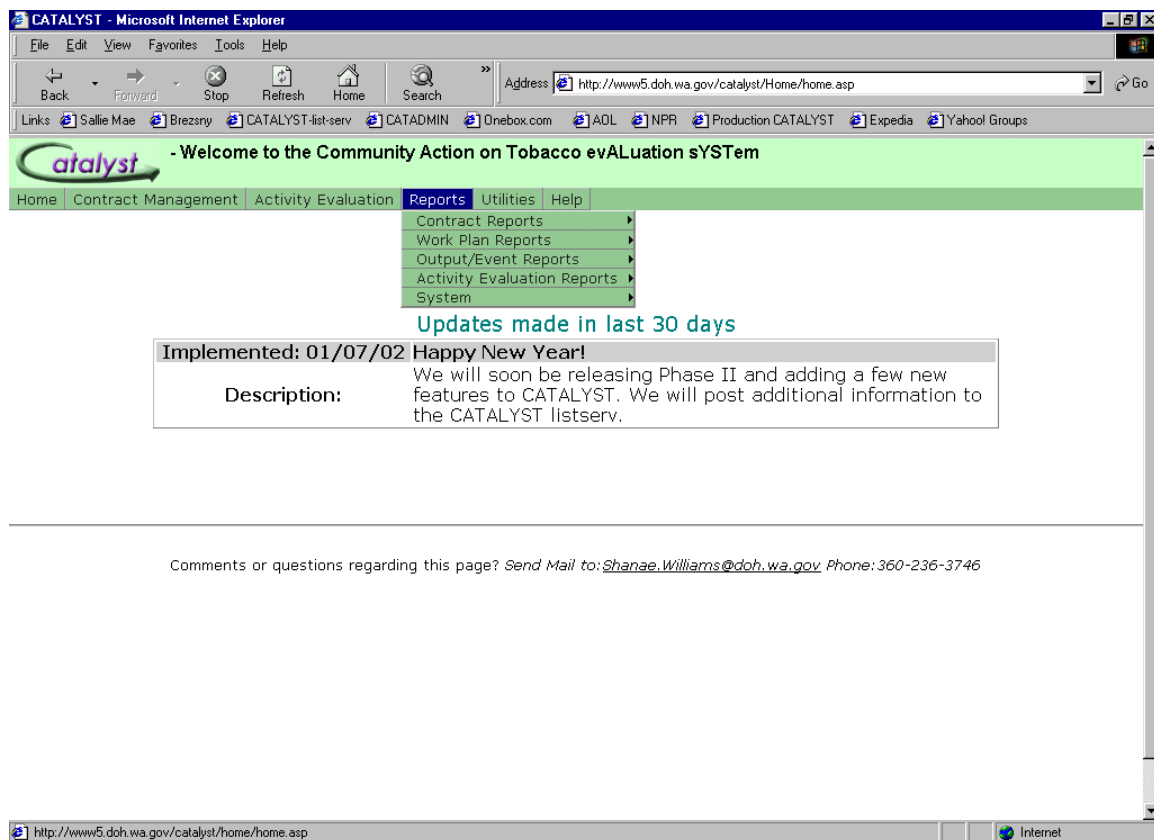
The fifth dropdown menu is for UTILITIES and gives users access to the
1) CONTRACTORS RESOURCES WEBSITE. This site is specifically for Tobacco
Prevention and Control Contractors and contains useful evaluation and training materials,
data, and maps (see sample screen-next page).
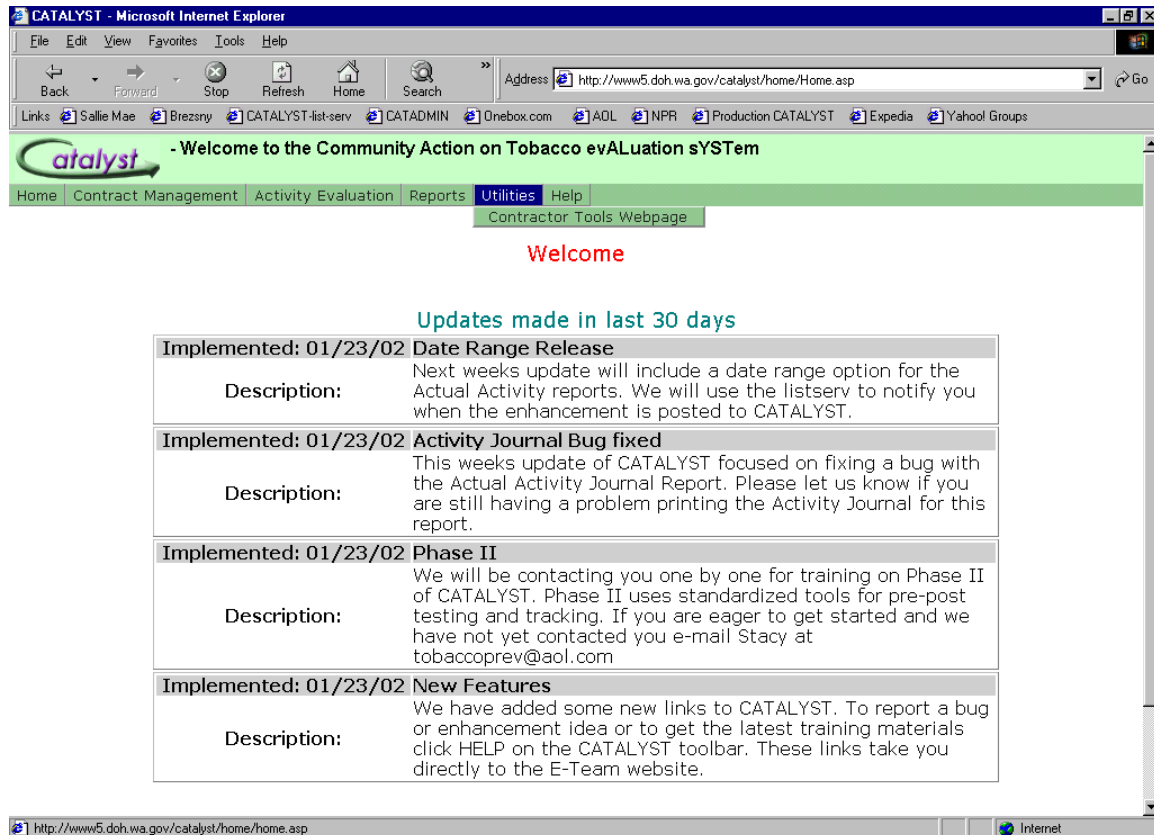
What is on the Contractors Resources Website? (See sample screen-next page)

♦ Assessment and Evaluation Information

♦ Technical Documentation on Developing a Workplan

♦ State, School District, & County Level Data

♦ Reports and Publications

♦ Standardized Survey Tools

♦ CATALYST Training Materials

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Assessment & Evaluation Website
Contractors Resources

File   Edit   View   Favorites   Tools   Help

Washington State Department of Health

Tobacco Prevention and Control
Assessment and Evaluation

You are here: Contractor Resources

Search | Employees

Site Directory:

Library of Resources:

- Home
- Assessment and Evaluation
- CATALYST User Support
- Evaluation Tools
- Alternative File Format Information
- Some files on this page require free readers. Download a Reader
- Map of this site

@ccesswashington

State & Local Data
(Click on county to view local data. Scroll down for State data and to view Assessment & Evaluation links)

Washington State Data

Special Populations Data

Assessment and Evaluation

- **Program Planning** - Planning for success outcomes based program planning.
- **Evaluation Liaison Role** - A brief description of the role of the evaluation coordinator for each tobacco contract. *Rev. Fall 2000*
- **CATALYST Web-based Reporting System** - Phase II Evaluation tools, training materials, and listserv instructions.

Internet

The sixth dropdown menu gives users access to the following:
1) CATALYST Training Materials (see sample screen-next page) and the
2) Bug/Enhancement Reporting Form opens a form that can be used to fax or e-mail bug reports and/or enhancement ideas to the CATALYST administrative team.
3) The USER GUIDE link provides an on-line help menu for CATALYST.
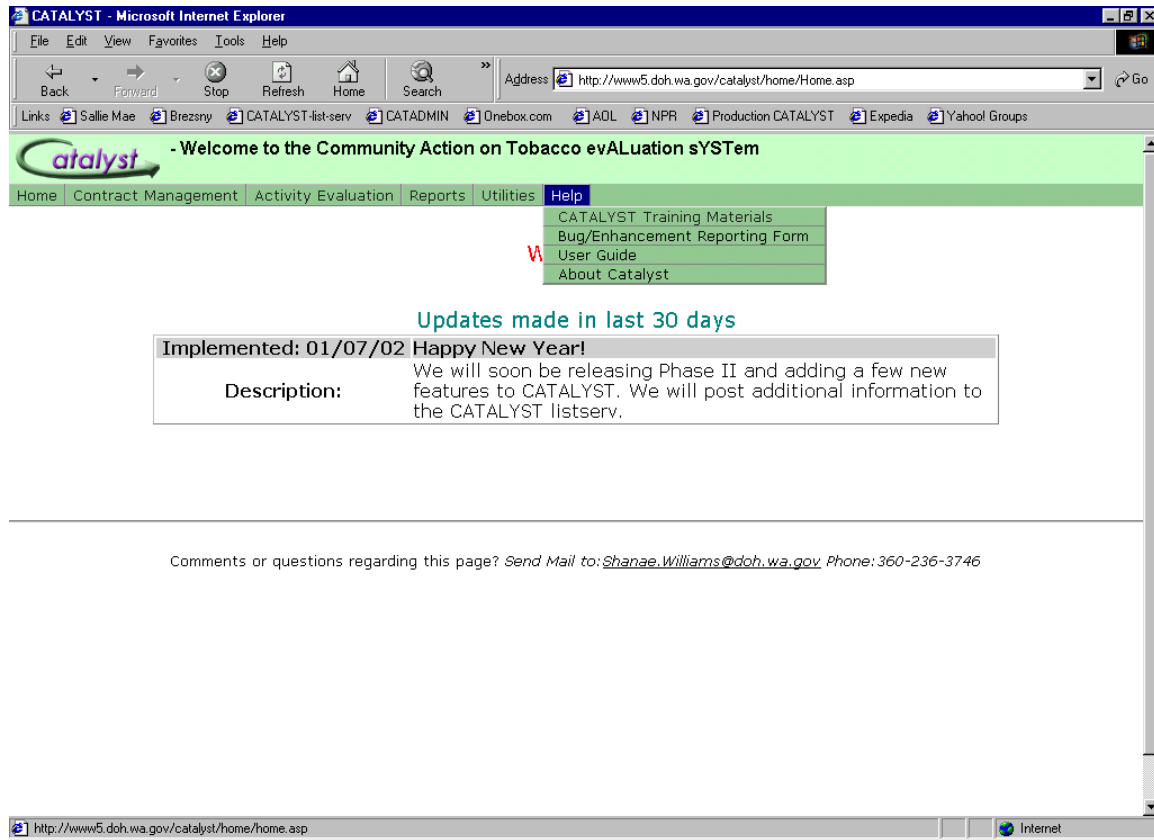
CATALYST Training Materials

Training Materials - WA State Dept. of Health - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Washington State Department of Health

Tobacco Prevention and Control
Assessment and Evaluation

You are here: **Contractor Resources** » **CATALYST** » Training Materials   **Search | Employees**

Site Directory:
- Home
- Assessment and Evaluation
- CATALYST User Support
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access washington

CATALYST Training Materials & Technical Documentation
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CATALYST Manual

- CATALYST User Support Documentation - Training manual used at the 2002 CATALYST Trainings

"How to" guides for CATALYST data entry

- Contract Management
  - How to Update Contact Information in CATALYST - Use this one page reference guide for adding or updating contact information in CATALYST.
  - How to Enter Your Workplan in CATALYST - Use this one page reference guide for a reminder on how to enter your workplan in CATALYST.
  - How to Report on Outputs/Events in CATALYST - Use this one page reference guide for a reminder on how to report on outputs/events in CATALYST.
- Activity Evaluation
  - How to Enter Survey and Tracking Data in CATALYST - Use this one page reference guide for a reminder on how to enter survey and tracking data in CATALYST.

CATALYST Technical Documents

- Frequently Asked Questions (FAQs) - Questions frequently asked about CATALYST. *Rev. 06/01*
- Target Audience Reference Document - This document gives more information on how to define a target audience in your workplan.

New User Support

- New User Guide

Archived Training Materials

- Phase I Training Material - Workbook from the June 2001 Phase I training. *Rev. 06/01*